

## CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting  
Victoria Fire Hall  
4:30 p.m. Regular Board Meeting  
August 8, 2017

**Call to Order:** Gwen Kuhrt called the meeting to order at 4:31 p.m.

**Board Members Present:**, Gwen Kuhrt, Barbara Colhapp, Wayne Mortensen;

**Absent:** Tom O'Connor, Linnea Chrest

**Library & Library Foundation Staff Present:** Heidi Hoks (Library Director) ; Kathy Bognanni (CN/VC Branch Manager) ; Janet Karius (CH Branch Manager) ; Paul Ericsson (NYA, WT, WAC Branch Manager) ; Debbie Kitt (Library Systems Administrator) ;

**County Staff & Officials:** Gayle Degler (County Commissioner / Library Board Liaison); Nick Koktavy (Deputy Division Director)

**Guests:** Jim Weygand (President of MLA's Trustee and Advocates division); Laurie Hokkanen (Victoria City Manager)

### **Approval of Agenda:**

- *Barbara Colhapp / Wayne Mortensen* moved to approve the agenda of the August 8, 2017 Library Board meeting. Passed unanimously.

### **Approval of Minutes of Meeting:**

- *Barbara Colhapp / Wayne Mortensen* moved to approve the minutes of the July 11, 2017 Library Board meeting as presented. Passed unanimously.

### **Public Comment / Introduction of Visitors:**

- Laurie Hokkanen, Victoria City Manager, provided a report on current issues and events in the City of Victoria, including information about residential development, progress on Victoria Flats, new retail development, and parking in the downtown area.
- Jim Weygand provided an update about the MN Library Association annual conference, and the presentation that will be given at the conference by the Trustee and Advocates division.

### **Action Items**

- Branch Manager Janet Karius gave background information and a request for the Board to approve the copyright license agreement for "Chaska, a Minnesota River City index" with the Chaska Historical Society. *Wayne Mortenson / Barbara Colhapp* moved to approve the proposal as presented pending final approval by the County Attorney. Passed unanimously

### **Unfinished and New Business:**

- Library Systems Administrator Debbie Kitt gave a progress report on the RFID (Radio Frequency Identification) project.
- Branch Manager Paul Ericsson gave a training overview on use of the Lynda.com eTraining system.

- Library Director Heidi Hoks gave a training presentation on Budget: 2018 progress and 2019 considerations. Deputy Division Director Nick Kocktavy complimented Heidi on her budget presentation to the County

**Administrative Reports – Library Director’s Report:**

- Library Director Heidi Hoks gave an update on the Library’s budget and year-to-date spending.
- The Director’s report also included discussion about

**Team Updates**

- Cindy Lowe, Chairperson of the Communications Team, gave a presentation about the work of the Team, and about projects for the team in 2017

**Administrative Reports – Division Deputy Director’s Report:**

- Division Deputy Director Nick Kocktavy discussed several current issues with the County, including the budget, the County Fair, the personnel Compensation and Classification initiative, and the County’s 2040 comprehensive planning.

**Trustee and Commissioner Reports:**

- Branch Reports were submitted in Board Packet.

**Media Packet:**

- The Media Packet with the September 2017 Calendar and copies of press materials was submitted in the Board Packet.

**Adjournment:**

*Barbara Colhapp / Wayne Mortensen* moved to adjourn the meeting at 6:00 p.m. Passed unanimously.

**Next Meeting:** Tuesday September 12, 2017 at 4:30 p.m. in the Oak Room at the Waconia City Hall .

Respectfully submitted by Paul Ericsson for Library Board Secretary